

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
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#P2030 PARKING ENFORCEMENT OFFICER II

***MONTHLY SALARY: \$3145 to \$3786**

#P2031 PARKING ENFORCEMENT SUPERVISOR

***MONTHLY SALARY: \$3463 to \$4160**

***APPLICATION FILING PERIOD: FIRST DATE: October 21, 2005 LAST DATE: November 30, 2005**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Future application filing periods may be announced.

NOTES:

1. Schedules may include varied day or shift work, holidays and/or weekends, for which 5% additional salary may be paid.
2. Parking Enforcement Officers II, and to some extent Parking Enforcement Supervisors, are required to repeatedly perform the following tasks: enter and exit a three-wheeled vehicle; bend, squat, reach and twist; maneuver around, between and inside vehicles; etc.
3. Parking Enforcement Officers II and Parking Enforcement Supervisors are required to work weekends, holidays, and/or a 4/10 schedule.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below by the last date to apply, unless otherwise indicated.

Parking Enforcement Officer II:

Two years of full-time experience as a Parking Enforcement Officer I with the City of San Diego.

Parking Enforcement Supervisor:

1. Two years of full-time experience as a City of San Diego Parking Enforcement Officer II.

- OR -

2. Three years of full-time experience as a City of San Diego Parking Enforcement Officer I.

NOTE: For the Parking Enforcement Supervisor position, one year of full-time City of San Diego supervisory experience that includes responsibility for employee selection, training, evaluation, commendations and discipline, may be substituted for a maximum of one year of the Parking Enforcement experience.

***BACKGROUND INVESTIGATION:** Prior to hire, selected candidates who have not previously done so will undergo a comprehensive character and background investigation by the Police Department, which includes a fingerprint check and a polygraph (lie detector) examination. False statements made in any step of the application, testing and selection processes may be grounds for disqualification or immediate dismissal.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

DUTIES: Parking Enforcement Officers II patrol assigned areas; issue parking citations and notices to appear; impound vehicles in accordance with Municipal and California Motor Vehicle Codes; prepare cases for adjudication and court testimony; investigate fraudulent licenses, registration, parking permits and placards; issue misdemeanor citations; enforce construction zone regulations; operate a personal computer to access citations and other pertinent information; maintaining records and completing reports; assisting supervisors in responding to citizens' complains, and monitoring and assigning the work of subordinates; and perform other work as assigned.

Parking Enforcement Supervisors investigate and resolve citizen complaints; review vehicle impound procedures and reports, and recommend appropriate action; prepare written responses to route slips; assign and evaluate the work of subordinates; train subordinates on the issuance of parking citations; schedule the work of subordinates; operate a personal computer to access citations and other information; review accidents and on-the-job injuries of City employees; attend review board meetings; and perform other work as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be approved to continue in the screening process. **QUALIFYING ONLY - WEIGHT 100%**
2. **THE WRITTEN EXERCISE:** All qualified applicants will be invited to participate in a Written Exercise. The Written Exercise may consist of one or more problems designed to evaluate each candidate's ability to produce ideas about a given topic or issue and/or address a particular problem situation in writing, using correct spelling, punctuation, grammar and sentence/paragraph structure. Failure to complete this exercise will result in automatic disqualification. **NOTE:** The Written Exercise will not be scored by the Personnel Department. Candidates that are being considered for employment will have their Written Exercise response evaluated by the appointing authority at the time of their interview with the hiring department.

Written Exercise Notification: Approved applicants will be notified by mail regarding the date, time and location of the Written Exercise.

ELIGIBLE LIST: Separate eligible lists will be established for **Parking Enforcement Officer II** and **Parking Enforcement Supervisor**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **two years**. For each vacancy, candidates from the corresponding list will be contacted by the hiring department for an interview.

*TMN/October 15, 1999/*Rev. 2 (10-21-05)/Classes: 1630; 1639

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER